


Frequently Asked Questions: Business Recycling

Q. Do the Business Recycling Requirements still apply to me if I lease my office space from another entity?

A. Yes, your business is still required to meet the recycling requirements. The Business Recycling Requirements also apply to any person or entity that owns, manages or operates premises and provides garbage collection services for business tenants. If your property manager or owner is responsible for the garbage service location and has not yet provided for recycling collection service, contact them directly or contact the Bureau of Recycling & Solid Waste at 610-437-8729.

Q. Will my business be required to pay for recycling service if trash is included in my commercial lease?

A. Yes it is the business's responsibility to recycle, which may include a separate contract with a private hauler or enrolling in the City's Curbside collection program for recycling (inclusion in Curbside Collection is based on approval of materials generated, see the [Business City Curbside Collection Application](#) )

Q. Can I request exemption from recycling for my business?

A. No, Although an exemptions have been available in the past, all businesses must now make appropriate provisions for recycling the mandated materials generated by normal daily operations.

Q. Can I take home my trash and recycling from my business to avoid extras costs for Curbside Collection or contracting with a private hauler?

A. No, unless you have a licensed vehicle for hauling or you are a licensed hauler, you cannot transport trash and recycling from your business to your home. The trash and recycling generated must stay at the source site. Businesses deemed non-compliant are subject to all applicable fines and penalties. The City's Drop Off Center is available for excess recyclables and can be used at any time but it is not a substitute for the mandated trash and recycling plan required for all businesses.

Q. What materials must be recycled?

A. You are required to recycle the following materials:


- Newspaper
- Mixed & Office Paper
- Hard & Soft Covered Books
- Cardboard & Paperboard
- Glass Bottles & Jars
- Metal Cans & Appliances
- Plastic Bottles & Containers #1- #7
- White Goods (Metal Appliances)
- Yard Waste
- Food & Beverage Containers

Q. Can I put all my recyclables together for my business like I am now doing as an Allentown resident?

A. That depends upon your hauler service. If the City of Allentown picks up your trash, the City is also collecting your recycling, which means that you can set out your materials for single stream curbside collection, as Allentown residents are now doing as of June 5, 2016.

If you have a private hauler service for trash and recycling, you must confirm with your hauler and their requirements. Consult with your hauler for the best method of collection based on your business's needs.

Q. How do I recycle items that my hauler does not accept in the mixed recycling (Single Stream)?

A. The materials included in the mixed recycling program regularly picked up by your hauler include: papers, metal cans and rigid plastic bottles, buckets and tubs. To recycle other items such as wood pallets, scrap metal, odd types of plastics, plastic film, 55-gallon barrels, etc., see the [Haulers & Locations for Disposal](#) 

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Q. We have recently updated our office equipment and now have several old computer monitors and other electronics equipment. How do we dispose of these responsibly?

A. Changes in technology may leave businesses with large amounts of obsolete electronic equipment. Fortunately there are several options for reusing and recycling electronic equipment before disposal is necessary. Businesses and other organizations can:

- Donate: Schools, nonprofit groups and donation sites will gladly accept useable equipment
- Resell: Sell equipment to employees, an electronics resale business or post the equipment online.
- Return: Ask if your manufacturer or supplier offers an electronics take-back program.

Q. Am I able to mix my trash and recycling together and rely on my hauler to separate recycling from trash for my business off site?

A. No. There are no facilities on the East Coast licensed to or capable of separating recyclables from trash. Separation must happen at your business, and recycling must be hauled away separately. Your recycling and trash cannot be collected together in one container and then separated from one another at an off-site location.

Q. Can I participate in the Allentown Recycling Rewards Program?

A. No. Business are not eligible to participate in the program that offers deals and discount coupons to residents. Upon approval, a business may participate as a location to have points redeemed by residents, please contact the Bureau of Recycling and Solid Waste for more information, 610-437-8729.

Q. Under what circumstances might my business receive a citation?

A. A SWEEP officer may visit your location and perform an inspection to ensure the appropriate recycling practices are in place, the proper containers for recycling are available, there is proper education material for employees or tenants, and the business is in compliance with the Commercial Recycling Regulations. A citation may be given if these requirements have failed to met.

Q. How do I know if my hauler is recycling?

A. There are verifying questions you can ask your hauler to ensure the recycling generated from your business is not going to a landfill:

- Where does my material go after it is collected?
- How is it sorted and processed?
- Are reports or diversion metrics available?
- Do you have any educational flyers or brochures that I can share with my staff?
- Can you provide indoor recycling bins and signage?
- Will you help identify where my business can make improvements to recycling better?

Q. I did not receive an annual recycling report for my business, how do I obtain a report to complete and return back to the City?

A. Annual recycling reports for both businesses and apartment units can be [downloaded](#) here.

Instructions:

1. You can type directly onto the form
2. **"Save as"**, name your report and save to your computer
3. Create an email, attach your completed report, send to: recycle@allentownpa.gov

Reports can also be printed and mailed to: **Bureau of Recycling & Solid Waste**
1400 Martin Luther King Jr., Dr.
Allentown, PA 18102